

# JCOA

Refereed Journal of Council of Architecture

## Instructions for Authors

### Introduction

JCOA -Journal of Council of Architecture, aims to give a wide exposure to research in architecture, providing a peer reviewed forum for the interchange of information and ideas relating to topics of concern to the fraternity of architects. JCOA, widely considered as essential reading for educators, academic researchers as well as practitioners, is keen to examine the intersection of architectural practice, research and education. Each forthcoming issue will contain, in addition to research papers on the topic of journal, a documentation project by students of architecture and a review of book related to architecture.

### Submission

Thank you for choosing to submit your paper to JCOA . The instructions will clarify the requirements for the submitted paper to move through review, production and publication smoothly. Please follow the instructions so as to match JCOA's publication requirements.

- JCOA accepts only original articles, previously unpublished and not being considered for publication elsewhere. It is unethical to submit a manuscript to more than one journal concurrently.
- Copyright is retained by JCOA. Submission of an article implies that the paper has not been published previously; that it is not under consideration for publication elsewhere; that its publication is approved by all authors and by the responsible authorities where the work was carried out; and if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the publisher.
- All contributions should be in English, simple and concise. It is also suggested that papers are spellchecked and proofread in order to avoid grammatical errors. All technical terms and abbreviations that may not be clear to the reader should be clearly explained.
- Author/s shall give an undertaking that the paper/ project is being sent for the first time for publication in JCOA, it is original work of the author/s and it reflects author/s own work/views. No part of the paper/article has been copied / borrowed from any book without being acknowledged.
- The authors shall declare that they have no known competing financial interests or personal relationships that could have appeared to influence the work reported in this paper. Any conflict of interest must be clearly stated. Any article having personal comments/controversial issues shall not be published in the JCOA.
- Articles should use inclusive language throughout and make no assumptions about the beliefs or commitments of any reader, and should contain nothing which might imply that one individual is superior to another on the grounds of race, sex, culture or any other characteristic
- Authors are advised to send the articles at their own risk. Editorial Board of JCOA shall not

be responsible for any loss in transit. Unpublished articles shall not be returned.

- All papers will be submitted to expert referees from the editorial board for review. The maximum length of paper shall be 3000 to 4000 words. Preference is usually given to research papers that incorporate cross-disciplinary, multi-scalar, transnational, and/or mixed-method approaches.
- On receipt of a submission, editors make an initial decision on its suitability for publication. Book reviews are subject to editorial review. All successful submissions are copy-edited and proofread in consultation with editors before publication. Editorial Board of JCOA reserves right to edit, publish or not to publish any article without assigning any reason to the same.

## Article structure

### *Author/s Biodata :*

Indicate Author/s educational and professional background, position, current affiliation and research interests. Present the authors' affiliation addresses (where the actual work was done) below the names. Provide the full postal address and the e-mail address and telephone number of each author. A photograph of author/s shall be provided in 600x 1248 dpi resolution.

### *Corresponding author:*

Clearly mention who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that the e-mail address is provided and that contact details are kept up to date by the corresponding author.

### *Title page information:*

Concise titles are preferred by JCOA. Avoid abbreviations and formulae if possible for easy information retrieval process.

### *Abstract:*

The abstract should state briefly the aim and objectives of the research, the scope and limitation, the principal results and major conclusions. Abstract shall not be more than 200 words. Abstract must be able to stand alone as is often presented without the full article.

### *Keywords:*

Provide up to 5 keywords for citation and library search purposes.

### *Text layout:*

Use double spacing, 3-cm margins and left justification. Number all pages consecutively top right. Use Times New Roman 11 pt.

### *Subdivision :*

Article must be divided into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Any subsection may be given a brief heading. Each heading should appear on its own separate line.

### *Abbreviations:*

Ensure consistency of abbreviations throughout the article. Abbreviations that are unavoidable in the abstract must be defined at their first mention or in the footnote.

### *Illustrations:*

All sketches shall be neatly drawn on AutoCAD with proper labels and titles. No scanned sketch shall be accepted. All the photographs shall be digital photographs with minimum 600x1248 size and shall be with proper captions.

Colour or grayscale photographs :minimum of 300 dpi. TIFF (or JPG)

Bitmapped line drawings: use a minimum of 1000 dpi. TIFF (or JPG)

Illustrations shall have captions. All symbols and abbreviations along with the photographs shall be explained clearly. Include graphical scale in the bottom right-hand corner of the scaled drawings.

*Tables:*

Tables shall be placed either next to the relevant text in the article, or at the end. Table numbering has to be given in accordance with their appearance place any table notes below the table body.

*Conclusions:*

The research paper shall clearly state conclusions, results and recommendations

*References and additional bibliography:*

Research papers must have stated references in standard APA format. Please ensure that every reference cited in the text is also present in the bibliography. For web references full URL should be given and the date when the reference was last accessed. Any unpublished work (personal communications, manuscripts in preparation and manuscripts submitted but not yet accepted for publication) must be referred to in the text and not listed in the references.

## Article acceptance

JCOA will take utmost care to publish the accepted articles quickly and accurately. However to ensure a fast publication process of the article we would request the authors to provide us with their review corrections within two days. Significant changes to the article accepted for publication will only be considered with Editors permission. All the corrections shall be sent back in one communication and further inclusion of any correction cannot be guaranteed.

## Author inquires

All communications and queries regarding the JCOA publication can be sent through the email id listed below.

Email id : [jcoa.inclusivenvironments@gmail.com](mailto:jcoa.inclusivenvironments@gmail.com)